

# MEMORANDUM

**To:** All Department Heads / Division Managers

**From:** Terry Fornash, Human Resources Coordinator

**Date:** January 15, 2016

**Re:** Fire / E.M.S. Chief

This is a full time position with a salary commensurate with experience including full benefits plus Kentucky Retirement Systems (CERS). Should any current City of Newport Employee be qualified and interested or know of a qualified and interested candidate please contact Terry Fornash, 859-655-6349 or (ext. 6349). Deadline date for is Friday, February 12, 2016.

## **FIRE / E.M.S. DEPARTMENT FIRE / E.M.S. CHIEF**

**CHARACTERISTICS OF THE POSITION:** This is highly skilled and responsible position in the administration, supervision, command, and technical oversight of a city fire department. An employee in this position is responsible for planning, coordinating, and supervising the activities of the Fire/E.M.S. Department. Departmental work involves fire prevention and education, fire fighting, and emergency medical services. Reports directly to the City Manager.

## **ESSENTIAL FUNCTIONS:**

- Directs administrative activities of the Fire/E.M.S. Department such as scheduling, budgeting, and training;
- Plans and coordinates fire prevention and fire fighting activities;
- Communicates effectively with other city employees and officers, government agencies, and the general public regarding fires, accidents, and emergency medical response situations;
- Prepares reports as required;
- Supervises departmental employees in the performance of departmental activities;
- Oversees fiscal functions of the department;
- Plans and administers departmental budget;
- Develops operating policies and procedures and ensures that policies and procedures are followed;
- Plans and supervises the implementation of community education programs;
- Responds to citizen complaints and inquiries;
- Reviews and recommends acceptable standards for the recruitment, selection, and promotion of departmental employees;
- Directs the scheduling and evaluation of personnel in the fire department;

- Plans for and recommends the purchase of necessary supplies and equipment for the department;
- Oversees the proper maintenance and inventory of departmental equipment;
- Plans, coordinates and supervises the implementation of fire investigation, suppression, and emergency medical service programs;
- Formulates departmental goals;
- Remains knowledgeable of current fire prevention, suppression, and emergency medical service practices and administration;
- Coordinates and maintains close liaison with other fire fighting agencies, local law enforcement agencies and the local business community;
- Promotes a safe work place;
- Appears for work and completes assigned tasks within a reasonable period of time;
- Works in a safe manner, observing all safety rules and poses no significant risk to the health and safety of others.

#### **ADDITIONAL JOB DUTIES:**

- Performs additional duties as required.

#### **DESIRABLE TRAINING AND EXPERIENCE:**

- The attainment of a Bachelor's Degree in Fire Science, Public Administration, Business Administration or graduate from the National Fire Academy Executive Officers Program or its equivalent, with a minimum of ten (10) years in Fire/EMS Service, with six (6) years professional management experience in Fire/EMS Administration, which includes a minimum of three (3) years supervisory experience, or any combination of training and experience which provides the desired knowledge, skills and abilities.
- Completion of Basic Training Course supplemented by annual training;
- Or any combination of training and experience which provides the desired knowledge, skills, and abilities.

#### **KNOWLEDGE, SKILLS, AND ABILITIES DESIRED:**

- Knowledge of the geography of the jurisdiction;
- Considerable knowledge of state, and local laws and ordinances concerning fire suppression and prevention;
- Considerable knowledge of basic administrative procedures, and how to apply them on a departmental basis;
- Considerable knowledge of fire prevention, suppression, and investigation methods, practices, and procedures, with the ability to apply knowledge of proper procedures regarding the collection and maintenance of evidence;
- Considerable knowledge regarding the use of departmental equipment;
- Considerable knowledge of advance life support;
- Ability to establish and maintain effective working relationships with other city employees and officers, government agencies, and the general public;

- Ability to communicate effectively, including the accurate preparation of reports;
- Ability to effectively supervise departmental employees in the performance of departmental activities;
- Ability to analyze situations and act quickly and efficiently;
- Ability to properly train fire personnel in the safe care and use of departmental equipment;
- Ability to operate emergency vehicles, in a safe manner, observing all safety rules, regulations, policies, general safety practices and applicable local, state, and federal laws;
- General knowledge of personal computers.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession of a valid vehicle operator's license.

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS:**

- Ability to lift in excess of 100 pound chest high often, occasionally above head, while walking, climbing, pushing and/or pulling;
- Ability to work in high places with dangerous machinery and sharp tools;
- Exposure to fumes and smoke requiring the use of Self-Contained Breathing Apparatus;
- Exposure to heated items, sharp items, potential falls, and bloodborne pathogens requiring the use of Personal Protective Equipment, such as helmet, coats, pants, boots, gloves, masks, and gowns;
- Exposure to hazardous chemicals, including skin absorption and inhalation, requiring the use of specialized Hazardous Material Suits;
- Work performed out of doors including periods of inclement weather, with exposure to varying noise levels, bloodborne pathogens, fumes, dust, and odors.